

ADMINISTRATIVE-INTERNAL USE ONLY

OCT 30 1975

MEMORANDUM FOR: Chief, Policy and Plans Group
 THROUGH : Deputy Director of Security (PTOS)
 SUBJECT : MBO Objective OS-D-01-76
 REFERENCE : Memo from DD/P&M to DD/PTOS, same
 subject, dated 19 September 1975

1. As requested in the reference, attached is the submission of this Division in response to Milestone Two of the subject MBO Objective.

2. The column headed RC (Retention Category) uses letters a through d to indicate the following:

- a. must be kept by law
- b. must be destroyed
- c. should be kept
- d. should be destroyed

Where there are two letters in the RC column opposite a particular file type the figures indicate the percentage of that type applicable to the accompanying letter.



Chief, Technical Security Division

Att

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OFFICE OF THE CHIEF

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Policy	2	g.4 c.6
Personnel	3	c.8 d.2
Committee Files, Reports (USIB, TSCS, ACWG, etc.)	6	c.75 d.25 4.5 1.5
Financial	2	c
Chronos	1	c
Project	2	d
Tapes	.35	c
Odd-Size	4.25	c.75 d.25
(Regulations - Handbooks)		3.2 1.1
Crypto material, charts)		
Total	20.60	

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INTERAGENCY TRAINING CENTER

FILE TYPE

QUANTITY (FT)

RC

Course Material
Admin Files
Technical Reports
Application Notes
Slides
Cameras
Miscellaneous
Blueprints
Medical Supplies
Card Files (student records)
Reference Material
Technical Handouts
Viewgraphs
Catalogs
Forms
Lesson Tapes

4.5

C

TOTAL

52.5

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OPERATIONS BRANCH

	<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
	Foreign Station Files	40	C
	Policy Papers	6	C
	Chronos	2	C
STAT	<div></div>	6	C
	Classified Manuals & Publication	10	C
	Working Papers (Operations Branch Personnel)	20	C
STAT	<div></div>	1.5	C
	TOTAL	85.5	

NOTE: 50 feet of reference material was transferred to Engineering & Planning Branch. Eighteen (18) feet of reference material was destroyed.

BRIEFING AND SERVICES BRANCH

FILE TYPE	QUANTITY (FT)	RC
Requisition files, both complete and pending	6	c
Property control Record files	2	c
Policy, equipment and contractor files	4	c
Station files containing equipment listing at each Station	6	c
[REDACTED]	5	c
STAT [REDACTED]	6	c
BSB personnel files, misc. files.	14	c
Equipment maintenance records files (5x8)	3	c
List of stock items (total) (5 x 8)	2	a
STAT [REDACTED]	39	c
Manufacturer reference manuals, schematic diagrams, manufacturer catalogs, etc.	28	c
STAT [REDACTED]	19	c
Video tapes:		
TSD seminar 1968	.2	d
STAT [REDACTED] residential security briefings	.2	c
Various training presentations	.1	c
TOTAL	134.5	

ENGINEERING & PLANNING BRANCH

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Policy and Administration files	2.5	c
Engineering Reports, proposals and studies	30.0	c
Computer Texts and Printouts	2.5	c
Engineering Drawings	3.0	c
Engineering & Mathematical texts	22.0	c 3.0
Equipment Instruction Manuals	15.0	12.0 c.8 d.2
Equipment and Parts Catalogs	13.0	9.1 c.7 d.3.9
Engineering Periodicals	12.0	7.2 c.6 d.4.8
 TOTAL	 100.0	

NOTE: 50 cu. ft. of reference material transferred from Operations Branch.

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SECURITY EQUIPMENT BRANCH

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Equipment Policy	.5	
Admin/Personnel	3.5	C
Equipment Studies	12.0	C
STAT <input type="checkbox"/> Equipment Installations	1.0	C
<input type="checkbox"/> Equipment Installations	4.0	C
Technical Reference Materials	5.0	C
TOTAL	26.0	

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